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*70 Years*  
*"A Partner in Conservation Since 1935"*

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**Transmitted via Email**

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MINNESOTA BULLETIN NO. 300-5-35

SUBJECT: LTP – TSP – FINAL GUIDANCE FOR PUTTING TECHNICAL SERVICE PROVIDER (TSP) TECHNICAL ASSISTANCE (TA) FUNDS INTO ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP) CONTRACTS OR CONTRIBUTION AGREEMENTS

Purpose. To distribute final guidance on use of new and previous TSP and TA rates.

Expiration Date. September 30, 2005

The new on-line TSP "Not-to-Exceed" (NTE) rates will always be used to determine TSP TA rates for new line items in Fiscal Year (FY) 03, 04 or 05 EQIP contracts, and also as a basis to determine total value of services provided in new contribution agreements.

***The old rates will only be used under the following situations:***

- Amendments to FY 04 and FY 03 contribution agreements.
- Modifications to FY 03 and FY 04 EQIP contracts that extend the applied date of a current line item having previously obligated and unspent TA funds.
- Determining contribution agreement reimbursements or EQIP TA payments for existing FY 04 and FY 03 agreements or EQIP contracts having money already obligated for TA work.

***For old rates except for nutrient and pest management, click on <http://www.tsp-nte.nrcs.usda.gov/> ; scroll below the map to Notice #2, click on the link and follow instructions.***

**PRACTICES ELIGIBLE FOR TA USING NEW RATES**

The ASTC (FOs) have been provided a prioritized list of practices eligible for TA for EQIP contracts and contribution agreements and will make area level decisions regarding funding of those practices.

- **Eligible practices for FY 05 EQIP contracts** in approximate priority order are: Comprehensive Nutrient Management Plans (CNMPs) (animal units) involving Roof Structures; Waste Facility Covers (367); Waste Water and Feedlot Runoff Control (784); Forestry practices in select NRCS areas (Forest Stand Improvement (666), Forest Site Preparation (490), Forest Trails and Landings (655), large acreage Tree Establishments (612)); and Prescribed Grazing (528A).
  - **Ineligible practices for FY 05 EQIP contracts are:** nutrient management (590); pest management (595); CNMPs (acres); CNMPs (animal units) for other than Roof Structures; or other practices not listed in the paragraph above.
- **Eligible practices for FY 03 and FY 04 EQIP contract modifications adding new TA line items** are: CNMPs with Roof Structures; Ag Waste Pond Covers; first, second or third year nutrient or pest management for FY 2003 contracts; and first or second year nutrient or pest management for FY 2004 contracts.
- **Eligible practices for Contribution Agreements** are similar to practices shown above but can be expanded as necessary.

- **Ineligible practices for contribution agreements are:**
  - **CNMP (acres) and/or CNMP (units)**
  - **Nutrient management(590) for producers receiving FY 05 EQIP 590b or 590d FA payments**
  - **Pest Management for producers receiving FY 05 EQIP (595) FA payments**

#### **PUTTING THE NEW RATES INTO FY 05 EQIP CONTRACTS AND FY 03 AND FY 04 EQIP CONTRACT MODIFICATIONS ADDING NEW TA LINE ITEMS**

- Field Office (FO) determines if the requested TSP TA can actually be completed or at least substantially started in FY 2005.
- FO determines if TSPs are available that can do the work in FY 05 (direct the participant to locate a TSP prior to finalizing the contract and provide the producer the statements of work (SOWs) for the respective practices).
- FO uses the new on-line code 911, 912 and 913 component rates for each individual practice including nutrient and/or pest management. **This year “Other” and “travel” are included within the 911, 912 and 913 codes.**
- FO submits a request to the ASTC (FO) for a TSP fund allocation indicating producer, practice and total TA requested per practice noting that this is a FY 05, 04 or 03 contract.
- ASTC (FO) notifies the FO if the request for funds is approved.
- FO enters the TA for each practice component (911, 912 and 913) into protracts by either:
  - Using information on the “Submit for Toolkit Format” print screen to populate Protracts or
  - By first entering information into Toolkit and then Protracts (Follow Techreg instructions by clicking on the ‘Instructions for Toolkit Format’).
 Link the TA line items to the corresponding FA line item and add narrative as needed to the TA description to clarify the link.
- District Conservationist obligates the new items in Protracts.

#### **PUTTING THE NEW RATES INTO NEW CONTRIBUTION AGREEMENTS**

- FO uses the new rates in the NTE rate calculator for conservation practice design, installation and checkout to help complete Item A.1. in Attachment C – Plan of Work to the contribution agreement.
  - Estimate a rate that includes “other” and “travel” by printing and retaining the Techreg “Submit for Toolkit Format” screen for each proposed practice for each anticipated producer. Manually enter the producer name on the printed screen.
  - Retain the print-screens and use them to help populate the contribution agreement (CA) portions of the TA EXCEL worksheets for each program the agreement will address.
- FO uses rates already established in Attachment C to the template Contribution Agreement for other activities or items:
  - conservation plan and contract support document development (EQIP and or CRP)
  - annual status reviews
  - Conservation Security Program (CSP) related activities.
- FO submits two Soils and Water Conservation District (SWCD) signed originals of the contribution agreement, including Attachment C and the EXCEL worksheets, to the ASTC (FO).

#### **DETERMINING NEW NTE RATES**

The NTE rates are accessed from the TechReg site by clicking on the NTE calculator link or at: <http://www.tsp-nte.nrcs.usda.gov/> .

1. Select Minnesota
2. Select your county (automatically puts you in the appropriate Time Team Area)

3. Select the general practice you are interested (e.g. waste storage structure).
  - Select from the county(time team) list or the “also available in your area” list
4. Select the specific local practice you are interested in (e.g. pre-engineered above ground waste storage facility).
  - Note: Select from the county (time team) list or “also available” list.
5. Enter the actual units for the practice. Determine one rate per EQIP contract for non-structural practices (e.g., the rate for 250 acres of second year pest management for an existing FY 2004 contract would be based on 250 acres regardless of the number of fields that make up that 250 acres).
6. Step 6-2. Click on the “Submit for Toolkit Format” and print this screen.

**Additional NTE Rate guidance for Nutrient Management (590); Pest Management (595) and Waste Water and Feedlot Runoff Control (784)**

The new on-line 590 and 595 NTE rates apply to FY 04 and 03 EQIP contracts adding a new line item and to new Contribution Agreements.

- Pest Management or Nutrient Management without manure. Calculate rates using nutrient (590) or pest management (595) for the “**cropland**” land use.
- First year Nutrient Management with manure.
  - Calculate rates using the **Waste Utilization Practice (633)** for the **CNMP land use**
- Second and third year Nutrient Management with manure. Calculate rates for **nutrient management (590)** for the “**CNMP**” land use.
- For practice 784 calculate 911,912 and 913 component rates for the appropriate system selected from TechReg for practice 313. TA rates are calculated and shown separately in EQIP contracts for the following practices not included in practice 313 system rates:
  - Animal Mortality Facilities (316), Closure of Waste Impoundments (350); Composting Facilities (317) and Waste Facility Covers (367).

If special circumstances exist that justify a higher technical assistance rate than indicated by the NTE calculator, a written request with documentation shall be submitted to the State Conservationist requesting approval of the revised rate. These requests must be made prior to obligating TA funds.

Contact your area engineer or area resource conservationist for rates on general or specific practices not listed in the calculator. They will forward your request with their recommendations to Leah Duzy or Jeff St. Ores in the state office for approval and reconciliation with other areas requesting the same rate information.

Direct EQIP related questions to Tim Koehler or Sid Cornelius. Direct Contribution Agreement related questions to Paul Flynn. Direct TechReg or EXCEL worksheet questions to Jeff St. Ores.

WILLIAM HUNT  
State Conservationist

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